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1.0 Objective

- 1.1. To define the obligations of Conformity Assessment Body under the scheme accreditation of conformity assessment bodies as per requirements of ISO 17024 standard.

2.0 Scope

- 2.1. This procedure is applicable to all the applicant/accredited body under the scheme.

3.0 Responsibility

- 3.1. Chief Executive Officer (CEO) of NABET is responsible to establish, implement, maintain and amend this procedure.

4.0 Definitions

- 4.1. NABET-National Accreditation Board for Education and training
- 4.2. CEO-Chief Executive Officer
- 4.3. Applicant Body/Accredited body- Conformity Assessment Body

5.0 Procedure

- 5.1. Conformity Assessment Body(applied or accredited) shall abide by the following obligations of the CAB include:
 - 5.1.1. The information given in application for accreditation and submitted documents are true.
 - 5.1.2. The applicant body has adequate resources to conduct assessment in accordance with the accreditation criteria and other guidance documents.
 - 5.1.3. The applicant body will pay the fee as per the applicable fee structure of NABET.
 - 5.1.4. If any information given by the applicant body is wrong or the applicant body is found to be not complying with the criteria of accreditation or other specified rules and regulation, the accreditation may be suspended or withdrawn at the discretion of NABET.
 - 5.1.5. The applicant body agrees to provide access to all the information relevant to the assessment system (including details of complaints, disputes and appeals, records) for which accreditation is sought. This applies to all premises where the conformity assessment services take place.
- 5.2. The applicant body, from the date of signing of the application for accreditation:
 - 5.2.1. Shall commit to continuous fulfillment of the requirements of accreditation, and comply with the accreditation criteria & the rules of NABET including adapting to the changes in the requirements for accreditation.



- 5.2.2. Shall ensure that none of the acts of omission or commission of it will bring the accreditation and assessment system to disrepute.
- 5.2.3. Shall ensure that it will not overstate its capabilities with respect to the schemes for which it has applied for accreditation.
- 5.2.4. Shall provide access to those documents that provide insight into the level of independence and impartiality of the applicant from its related bodies, wherever applicable.
- 5.2.5. Shall arrange the witnessing of the services when requested by NABET.
- 5.2.6. Shall cooperate fully with the NABET to provide full access to CAB premises in order to verify the requirements of accreditation;
- 5.2.7. Shall claim accreditation only with respect to the scheme for which it has been granted accreditation.
- 5.2.8. Shall not use accreditation in such a manner as to bring NABET into disrepute.
- 5.2.9. Shall take appropriate corrective and preventive action on its conduct and issues that are identified by NABET as contrary to NABET terms and conditions.
- 5.3. NABET shall not be liable for mistakes made by assessment body or any mistakes that may possibly occur on the certificate or reports issued by assessment body.
- 5.4. Applicant Body authorizes NABET to utilize the information provided in this application for legal purpose, research, training, sharing with IPC members and/or for any other purpose as maybe deemed fit by NABET.
- 5.5. As part of the application for accreditation, the applicant body / accredited assessment body undertakes to inform NABET within 30 days if any change takes place in any of the aspects of its status or operation that affects its:
 - 5.5.1. Legal, commercial or organizational status
 - 5.5.2. Organization and management, for example key managerial staff
 - 5.5.3. Policies or procedures, where appropriate
 - 5.5.4. Premises
 - 5.5.5. Personnel, equipment, facilities, working environment or other resources, where significant.
 - 5.5.6. Scope of accreditation
 - 5.5.7. Other such matters that may affect the ability of the CAB to fulfil requirements for accreditation.

Note-Significant changes should be communicated immediately and if the CAB has any doubts whether such changes might take them out of compliance then prior consultation with NABET is advisable.